

EVALUATION CHECKLIST

YouthREX's Framework for Evaluating Youth Wellbeing: Step 01 – Pre-Evaluation Check Up



Instructions: Review each of the following evaluation activities related to effective evaluation. **Check off items that are already part of your evaluation process.** Space is also provided for additional notes.

Evaluation Activities	Already part of your evaluation process? Y or N	NOTES Is this an institutionalized process? Do you need more support? Who does this and when?
DISCOVERY PHASE: STEP 01 – PRE-EVALUATION CHECK UP		
Gather information about what stakeholders want to learn about your program.		
Develop a shared understanding of your program's goals, objectives, and history.		
Develop an understanding of different types of evaluations and the benefits of each.		
Support positive beliefs and attitudes about evaluation.		
If necessary, determine criteria for an external evaluator.		
If necessary, define roles and responsibilities for evaluator and program staff in your evaluation.		

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If necessary, set up communication pathways with the evaluator about your context, your program, and the evaluation process.		
Communicate with stakeholders about the evaluation purpose and process.		
Work with key partners to discuss beliefs and assumptions before implementing a program.		
DISCOVERY PHASE: STEP 02 – UNDERSTANDING YOUR PROGRAM		
Check the rationale for your planned activities to ensure a link between inputs, outputs, and outcomes.		
Learn about the differences and the important connections between outputs and outcomes.		
Review other logic models to ensure that yours will have all the right elements.		
Create a logic model.		
Study the approaches to and samples of evaluation questions drawn from a logic model.		
Use the outputs and outcomes from your logic model to develop evaluation questions.		

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ACTION PHASE: STEP 03 – FOCUSING & PLANNING EVALUATION		
Understand the need for both process (implementation) and outcome evaluations.		
Identify methods and indicators that are most closely aligned with your process (implementation) questions and goals.		
Ensure that your indicators adequately document your implementation.		
Develop clear criteria for high-quality activities and products, and define what you mean by successful implementation.		
Understand the concepts of “treatment” and “dosage” as they apply to measuring quality of implementation.		
Identify the most appropriate and practical instruments for measuring quantity and quality of implementation.		
Identify what data are currently available, what formats they are in, and any data gaps that need to be filled.		
ACTION PHASE: STEP 04 – COLLECTING EVIDENCE		
Learn about the advantages, disadvantages, and issues associated with different evaluation designs.		
If necessary, determine the best approach for identifying and selecting a comparison group for your evaluation.		

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Carefully define treatment in your youth program.		
Use research and the work of other districts to select appropriate outcome measures and instruments.		
Develop a data collection plan that ensures the collection of quality data.		
Develop a realistic timeline for data collection.		
Anticipate and address common data collection issues.		
Use data collection techniques and tools that ensure valid and reliable data.		
LEGACY PHASE: STEPS 6 & 7 - LEARNING FROM YOUR EVIDENCE		
Identify communication strategies that make your results accessible and useful to a variety of stakeholders.		
Engage stakeholders in dialogue about evaluation findings and elicit their feedback to inform planning.		
Develop a process for addressing negative findings.		
Use both formative and summative approaches to use evaluation findings for program and policy planning and development.		